

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, September 24, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

MINUTES

- Present:** Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan
- Absent:** President Arthur Chapman, Vice President Wayne Caruthers
- Staff:** Acting Commission Secretary Dori Duke, Commission Clerks Robin Mason and Heather Carey Gunderlock
- Counsel:** Commission Counsel Tim McNulty
1. **Call to Order/ Flag Salute/ Roll Call**
Acting President Bergman: The meeting was called to order at 9:00 A.M. and Commissioner Bergman led the flag salute. Commission Counsel Tim McNulty determined that in the absence of the President and Vice President, that the commission designate the role of Acting President. The Commission decided that the Acting President be Commissioner Robert Bergman for the meeting.
 2. **Public Comment Period**
Acting President Bergman asked for Public Comment. Being none, he closed the Public Comment Period.
 3. **Minutes**
Due to the absence of the President and Vice President, Acting President Bergman stated that he had been absent from last month's meeting so there was not a quorum for the Commission to vote on last month's meeting minutes. He determined this item be rescheduled to next month's meeting. Commission Counsel agreed.
 4. **Job Class Specifications: Revised**
 - a. **Civil Engineering Technican**
Jamie Azarvand, HR Analyst: Introduced Glenn Marshall, Transportation Division Manager from the Public Works Department and the revised job specification.
Ms. Azarvand: Addressed the Commission and explained the reason for the specification revision.
Ms. Azarvand: Explained the additional technical components to the specification, i.e., GIS.

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Acting President Bergman: Commented on the revised specification.

Commissioner Tappan: Commented that he liked language "as explained above" rather than repeating the requirements each time.

Commissioner Nash: Had no comments or questions.

Acting President Bergman: Asked about Page A-9 (the Public Works organizational chart).

b. Engineer I-II-III-IV

HR Analyst, Jamie Azarvand Introduced the Engineer I-II-III-IV revised specification.

Ms. Azarvand: Explained reason for revision to specification series.

Glenn Marshall, Public Works: Responded to the Commission and explained language of specification and the connection to the organizational chart.

Ms. Azarvand: Stated that the revision would provide opportunities for natural career progression within the Department.

Mr. Marshall: Explained that the Department fully supports employees in obtaining training and appropriate certification.

Acting President Bergman: Asked SLOCEA for comment regarding the revised specifications.

Theresa Schultz, SLOCEA: Addressed the Commission to indicate SLOCEA had met with Ms. Azarvand and David Flynn, Public Works and that SLOCEA supports revised job specification.

Acting President Bergman: Asked for a motion to approve the specification revision as written. Commissioner Nash made the motion; Commissioner Tappan seconded the motion. Motion carried 3-0-2. (President Chapman and Commissioner Caruthers were absent.)

Acting President Bergman: Asked if the Commissioners had questions regarding the revised specification.

Acting President Bergman: Asked for a motion to approve the revised specification. Commissioner Tappan made the motion; Commissioner Nash seconded. Motion approved as written. 3-0-2 (President Chapman and Commissioner Caruthers were both absent.)

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5. Job Class Specifications – New

a. Deputy Agricultural Commissioner/Sealer

HR Analyst, Mark McKibben:	Introduced Brett Saum, Chief Deputy Sealer of Weights & Measures.
Mr. McKibben:	Explained reason for new job specification.
Mr. McKibben:	Discussed organizational chart to Commission with special attention to Page 5a-4.
Mr. McKibben:	Discussed Page 5a-6 regarding the organizational phase 4 structure.
Mr. McKibben:	Discussed page 5a-5 organizational chart phase 2 structure.
Acting President Bergman:	Asked Mr. McKibben what would happen now if approved.
Mr. McKibben:	Discussed the interim phase on page 5a-5 of the current organizational chart until the current incumbent retires.
Acting President Bergman:	Asked about cost savings.
Mr. McKibben:	Responded there would be a small cost savings.
Mr. McKibben:	Explained difference in licensure and job duties.
Mr. Saum:	Explained that the new classification would create a more streamlined structure and that many administrative duties will be combined under an Administrative Services Officer which will improve customer relations and be better for the County overall.
Commissioner Tappan:	Asked a clarifying question regarding education and experience.
Mr. McKibben:	Responded that the Education requirement will now be in compliance with State regulations. He referenced Page 5a-3.
Acting President Bergman:	Asked Mr. McKibben what degree would be required at the new level.
Mr. McKibben:	Stated that a Bachelor's degree would be included as part of the Minimum Qualifications and referred Mr. Bergman to Page 5a-3.
Mr. Saum:	Clarified that work experience is also considered under Minimum Qualifications.

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Acting President Robert Bergman: Opened the meeting to Public Comment. Being none, he closed the Public Comment period.

Acting President Bergman: Asked for a motion to approve the new specification as written. Commissioner Nash made the motion; Mr. Tappan seconded. The motion passed 3-0-2.

6. Reports

a. Commission President

President Chapman: No report.

b. Commission Counsel

Tim McNulty: No report.

c. Commission Secretary

1. AB 218 "Ban the Box" legislation

Acting Commission Secretary, Dori Duke: Ms. Duke addressed the Commission regarding AB 218 "Ban the Box" legislation. She explained that the legislation prohibits an employer from inquiring about criminal history on the job application (prior to hiring). She explained HR is in compliance and has removed that question from the application. She added that the question will be asked of the candidate during the background process instead.

Commissioner Nash: Further clarified that the question has been removed from the HR application. Ms. Duke responded that it had.

Commissioner Tappan: Asked if a candidate's conviction has been expunged from record, how the process works.

Ms. Duke: Read from AB218 about the instruction to such candidate when completing that question on background packet.

Acting President Bergman: Thanked Ms. Duke for her answer.

Acting President Robert Bergman: Noted that this law now creates a time lag for HR which will be spent on applicants before hiring occurs.

Ms. Duke: Responded that there are certain positions that are exempt, such as law enforcement and that weighing the benefits versus the risks, HR Leadership determined it is preferable to be consistent while being in compliance with the law.

President Robert Bergman: Asked about cases of violent crimes committed by candidates.

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Ms. Duke: Responded that HR research demonstrates that this does not occur frequently enough to have a different process in such a case.

Acting President Bergman: Asked if discretion by HR is given regarding specific crimes committed by candidates for a specific job.

Ms. Duke: Responded that HR has contracted with a background vendor that conducts our background investigations. HR then reviews and makes individual assessments, as needed, depending on job nexus.

Ms. Duke: Explained that candidates are notified if they did not pass background and that HR Analysts assess and evaluate results and the nexus to the job.

Mr. McKibben: Clarified that candidates may request their background check results on the authorized form. The results are sent from our third party vendor.

2. HR Technology Changes

Ms. Duke: Introduced Deborah Carlson, Technology Manager, HR who conducted a presentation to the Commission regarding Technology Changes within the HR Department. She presented a NeoGov Power Point presentation.

Ms. Carlson: Explained the Communications Plan and NeoGov Timeline: HR has targeted October as "Go Live"; applicant tracking will be available in February 2015 and that the new employee onboarding portal as well as online performance evaluations are targeted for April 2015.

Commissioner Tappan: Asked about security regarding online evaluations.

Ms. Carlson: Responded about security and offered to provide a report addressing his concern.

Ms. Carlson: Referred back to power point regarding the Communication Plan and mentioned she had additional information for any Commissioners who would be interested.

Ms. Carlson: Referred to Power Point: "Next Steps."

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Acting President Bergman:

Thanked Ms. Carlson for her presentation and asked if there was any other Commission business. Being none, he adjourned the meeting at 9:59 a.m.

6. Adjournment

Acting President Bergman:

Being no further business, Acting President Bergman adjourned the meeting at 9:59 a.m.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*